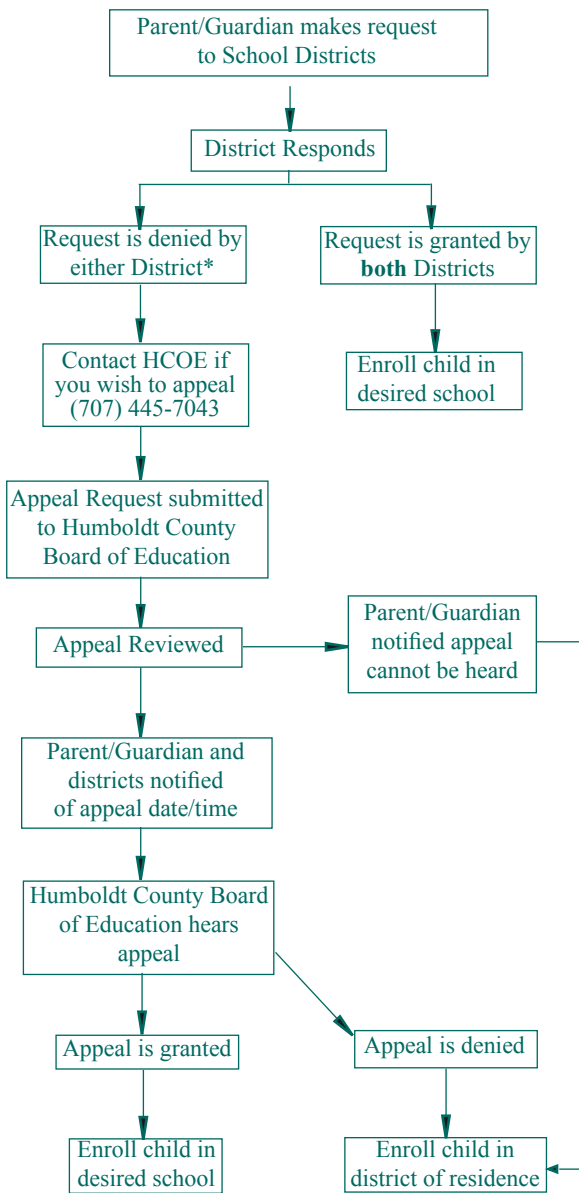


# Overview



\*In some school districts, the superintendent's decision may be appealed to the local school district board. Check local policies.

## Humboldt County School Districts

Arcata School District.....	822-0351
Big Lagoon Union School District .....	677-3688
Blue Lake Union School District .....	668-5674
Bridgeville School District.....	777-3311
Cuddeback Union School District .....	768-3372
Cutten School District.....	441-3900
Eureka Unified School District .....	441-2400
Ferndale Unified School District.....	786-5900
Fieldbrook School District.....	839-3201
Fortuna Union Elementary School District.....	725-2293
Fortuna Union High School District .....	725-2244
Freshwater School District.....	442-2969
Garfield School District .....	442-5471
Green Point School District.....	668-5921
Hydesville School District.....	768-3610
Jacoby Creek School District.....	822-4896
Klamath-Trinity Joint Unified Sch Dist .....	(530) 625-4244
Kneeland School District.....	442-5472
Loleta Union School District.....	733-5705
Maple Creek School District .....	668-5596
Mattole Unified School District.....	629-3311
McKinleyville Union School District.....	839-1549
Northern Humboldt Unified School Dist .....	839-6470
Orick School District .....	488-2821
Pacific Union School District.....	822-4619
Peninsula Union School District .....	443-2731
Rio Dell School District .....	764-3783
Scotia Union School District .....	764-2212
South Bay Union School District .....	476-8549
Southern Humboldt Unified School District.....	923-2787
Trinidad Union School District.....	677-3631

# A Guide for the Inter-District Attendance Agreement



**Process for requesting your child's attendance in a district other than where your child lives**



Garry J. Eagles, Ph.D.  
Superintendent

## About Choosing Your Child's School

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In California, the law requires that all children ages six through eighteen are subject to compulsory school attendance in the school district where they reside. In California, public school choice is subject to certain guidelines. Parents can request that their child attend an alternate school *within* the district by contacting the desired school. To attend a school outside a child's school district of residence, an *inter-district* transfer agreement is necessary. In this case, both the school district of residence and the desired school district must agree to the transfer. Such requests may be granted or denied depending on a variety of factors including school enrollment, program availability, child care or location of employment. For a request regarding the next school year, either district may delay its decision until fourteen days after the school year has begun.

Enrollment in a public charter school does not require a transfer agreement.

## What are the steps to request attendance in a District/School other than the District where your child lives?

### LEVEL I - INITIAL REQUEST

1. Request application for an Inter-District Attendance Agreement from your **District of Residence**. *This form is also available online at: [www.humboldt.k12.ca.us/edserv-transfers.php](http://www.humboldt.k12.ca.us/edserv-transfers.php)*  
*Click on **Inter-District Agreement***
2. Complete Page 1 and deliver or mail both page 1 and 2 to your **District of Residence**. *(You may request a meeting with your district superintendent and/or attend the district school board meeting to provide information regarding your request. Each district has its own policy. You may want to contact your district for a copy of its policy.)*
3. If approved, deliver or mail your application to your **Desired School District**. If approved by both districts, enroll your student at the desired school. If denied by either district, California law provides an appeal process.

### LEVEL II - APPEAL PROCESS

1. You may contact the Humboldt County Office of Education (HCOE) at 707/445-7000 and request information for appealing the decision to the Humboldt County Board of Education.
2. HCOE will mail an Inter-District Appeal Form and a copy of the HCOE Board Policy. The forms are also available online at: [www.humboldt.k12.ca.us/edserv-transfers.php](http://www.humboldt.k12.ca.us/edserv-transfers.php)  
*Click on **Inter-District Appeal**.*
3. Complete and return the HCOE Appeal Form along with photocopies of the initial 2-page agreement. These forms must be filed with HCOE within **30 calendar days** of the date you received notification that your request was denied.

### LEVEL III - BOARD OF EDUCATION HEARING PROCESS

1. HCOE notifies the parent/guardian and both districts of the following:
  - a) The date and time of the scheduled hearing, **OR**
  - b) Why the request for appeal cannot go forward.
2. The parent/guardian and representatives of both districts will be asked to present their information to the Board at the hearing.
3. All parties will be notified of the Board's decision within three days.

**The decision of the Humboldt County Board of Education is final.**